



Administrative Policies and Procedures: 7.4

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| Subject: | Mobile Device Issuance |
| Authority: | TCA 37-5-105; 37-5-106 |
| Standards: | None |
| Application: | To All Department of Children's Services Employees Assigned Mobile Devices |

Policy Statement:

The capability of mobile computing via a mobile device is a valuable tool to be used by the Department of Children's Services in support of its mission. The department may provide the capability of performing work on a device while away from the office when properly authorized. Typical uses of mobile devices may include making presentations, used by court liaisons, or the routine work of a case manager from multiple offices or at home. Depending on the nature and duration of the work to be performed, a mobile device may be issued on a permanent or a short-term basis.

Purpose:

To provide guidelines to employees for mobile device issuance and usage.

Procedures:

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| A. Authorizing the use of mobile devices | A written request for the issuance of a mobile device, after being authorized by the Deputy Commissioner or appropriate Executive Director will be submitted to the DCS Office of Information Systems. |
| B. Issuance of mobile devices | <ol style="list-style-type: none">1. Depending on the availability and appropriate approvals, a mobile device will be issued by the DCS Office of Information Systems. The recipient will read and sign the appropriate Inventory control sheet and agree to adhere to DCS Policies 7.3, Personal Responsibility for Computer Resources and 7.6, Assignment of Computers and Related Equipment, as it relates to the department-owned computers while in their possession.2. Employees will be held accountable for the protection, preservation and appropriate use of mobile devices assigned to them for personal use.3. Loss or damage to mobile devices may result in personnel action depending on individual circumstances. |

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| Forms: | <i>None</i> |
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| Collateral documents: | <i>None</i> |
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| Glossary: | |
| <i>Term</i> | <i>Definition</i> |
| <i>Mobile Device:</i> | Any computing device intended to frequently be moved to different locations while maintaining operation. |